



PITTSBURGH FEDERAL EXECUTIVE BOARD

1303 Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222
(412) 395-6220
FAX (412) 395-6221

December 23, 2011

MEMORANDUM TO ALL AGENCIES

SUBJECT: PRE-Retirement Planning Seminar:

- ***Federal Employees Retirement System (FERS), March 1, 2012***

FROM: George P. Buck, Executive Director

We are pleased to announce that our Pre-Retirement Training Committee is sponsoring a seminar for all employees who are **within 1-20 years** from eligibility for retirement. This will be a full day seminar for the ***Federal Employees Retirement System (FERS)***, and the class size will be limited to **50** people. Increasing numbers of federal employees are approaching eligibility for retirement. This seminar is critical for federal employees to become more familiar with their retirement plan and to make sure they are making the right preparations.

The FERS Training will be given by Employee Benefit Advisors, specialists in Federal retirement seminars. The instructor, Sue Warner, is retired from the Federal government where she worked over 25 years for the Internal Revenue Service as a Personnel Management Specialist and Retirement Coordinator. She has in-depth training in CSRS and FERS, and has conducted Pre-Retirement Seminars for TSA, USDA, U.S. Courts and Probation, VA, IRS, Justice Department, Army Corps of Engineers, NOAA, and others. Ms. Warner is also a National Association of Retired Federal Employees (NARFE) Service Officer. Here are the logistics:

Location: Moorhead Federal Building
Conference Room 1310 (13th Floor)
1000 Liberty Avenue
Pittsburgh, PA

Date: Thursday, March 1, 2012 - FERS

Time: 9:00 A.M. – 4:00 P.M.
(Registration begins at 8:30 A.M)

Fee: **\$50.00** per employee
Payment may be made by credit card, training form, purchase Order, or check or money order made payable to the **Pittsburgh Federal Executive Board.**

Topics:	FERS	Thrift Savings Plan
	Social Security and Medicare	Long Term Care
	Survivor Benefits Planning	Flexible Spending Account
	FEGLI	

Registrations will be accepted on a first-come first served basis, until capacity is reached. Spouses will be eligible to attend but will be required to pay the \$50.00 fee. **The deadline for reservations is February 22, 2012.** Please use the attached form to register.

REGISTRATION FORM
Federal Employees Retirement System (FERS)

March 1, 2012

Moorhead Federal Building
1000 Liberty Avenue, Conference Room 1310 (13th Floor)

Pittsburgh, PA

Registration: 8:30 AM

9:00 AM – 4:00 PM (Training)

Agency_____

Address_____

Contact Person/Phone #_____

ATTENDEE(S)

Payment is **\$50.00** for employees. Payment may be made by credit card (**visa or master**), training form, purchase order, or check or money order made payable to the **Pittsburgh Federal Executive Board**.

CREDIT CARD HOLDERS YOU must provide name, full billing address, and phone/fax number:

CCN_____EXP._____

DEADLINE DATE FOR RESERVATIONS is February 22, 2012. Reservations should be forwarded to the following address:

Federal Executive Board
1303 Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222
Fax: 412-395-6221

George.Buck@opm.gov

Cancellation/Refund Policy: The Federal Executive Board is not a funded agency; therefore, it is necessary that activities, which require funds, be self-supporting. Refunds and cancellations are permitted until September 23, 2011. After that date, refunds will not be made. Individuals or agencies, which have made reservations and do not show, will be billed. All reservations must be honored. Substitutions are encouraged and recommended.